

# Monmouth Town Council

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## Finance & Policy Committee

**You are summoned to attend a meeting of the committee  
To be held on Monday 23<sup>rd</sup> February 2009 at 5.00 pm at Market Hall, Priory Street, Monmouth  
For the purpose of transacting the following business:**

**Sarah Robson, Town Clerk**

**16<sup>th</sup> February 2009**

## AGENDA

- 101. To receive declarations of interest on items on the agenda**
- 102. To receive apologies for absence**
- 103. To approve and sign the minutes of the previous meeting dated 12<sup>th</sup> January 2009**
- 104. To receive and approve the summary of expenditure**
  - i) To approve the accounts for payment between 01/01/2009 & 13/02/2009**
  - ii) To review a statement of the bank reconciliations as at 31/01/2009.**
  - iii) To review a statement of income as at 31/01/2009**
  - iv) To review committee expenditure to date and note where monies from General Reserve have been allocated**
  - v) To consider a virement for Copying in the Administration Section which is over budget by £205.00**
- 105. To consider Action Review summary and Town Clerk's report**
- 106. To discuss introducing guidelines to give authority to the Mayor and Clerk to speak to members regarding matters of non attendance at meetings**
- 107. To consider the procedure for reviewing or accepting committee minutes**
- 108. To review the register of gifts to members**
- 109. To consider changes to Admin Assistants Contract of Employment regarding carrying over of holidays**

- 110. To discuss procedure for meeting prior to Mayor Making to consider applicants for Mayor and Deputy Mayor**
- 111. To discuss arrangements for Civic Service on 14<sup>th</sup> June 2009**
- 112. To consider extending the provision of services by Monmouth Town Council**
- 113. To consider regalia valuation and discuss insurance implications and discuss future use of maces**
- 114. To confirm procedure for disqualification of members for non attendance at meetings for a period of six months**
- 115. To agree items of business for next meeting**
- 116. Next meeting: Market Hall, Priory Street on Monday 6<sup>th</sup> April 2009 at 7.00pm**

Minutes of the meetings can be found on our website

For further background information or an explanation of any of the information provided, please contact the Town Clerk on receipt of this agenda. Please also contact the Town Clerk if you foresee any problems with any of the agenda items; if possible these will then be resolved before the meeting.